



**HEADQUARTERS
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4-Jul 2012

MEMORANDUM FOR: NER/STAFF

FROM: NER/CS

SUBJECT: Process for requesting a MSA (Military Support Authorization)

1. Due to the departure of the State Directors (SD) effective as of 1-AUG 2012 a new process will be in place to process a MSA letter for NER staff and the projects they support.
2. NLT 20 day prior to the occasion that requires the MSA, a request for a MSA should be submitted to the NER/CS by e-mail. The request should contain the names, grade and CAPID of all CAP members that will be included on the MSA as well as indicate the OIC or Project Officer. SSN or last 4 of SSN may be required for certain military facilities. Dates, times and a detailed description of the circumstances requiring a MSA should also be included, as well as an indication of all other Non-CAP resources such as the BX, commissary, surface transportation, billeting, etc that will be required.
3. Once approved by the CS, the NER DA will process the request and acquire approval from the appropriate USAF official and return the approved MSA to the requestor.

//Signed//

Donald Blumenfeld, Lt.Col, CAP
Chief of Staff

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